



## **Notice Inviting Tender**

Tender No. 01/2025 Veer Kunwar Singh University, Ara/Manpower

Services Dated 23.12.2025

Sealed tenders are invited under two bid systems through registered/speed post/courier services only from reputed and experienced agencies **for providing Manpower services at Veer Kunwar Singh University, Ara.** A Pre-Bid Meeting will be held on 05.01.2026 at 03:00 P.M The Interested agencies are required to submit their technical and financial bids separately containing full information along with supporting documents, must reach in the office of the undersigned on or before 15.01.2026.Upto 01:00 P.M. and the same will be opened on 15.01.2026 at 03:00P.M. Details are available [www.vksu.ac.in](http://www.vksu.ac.in)

  
23/12/25  
Registrar  
V.K.S. University, Ara  
Veer Kunwar Singh University,  
Akumar



Registrar

# VEER KUNWAR SINGH UNIVERSITY

ARA (BIHAR) 802 301

Email:- [registrarkunwarbihar@gmail.com](mailto:registrarkunwarbihar@gmail.com)



## TENDER DOCUMENTS

FOR

“Providing Manpower Services for the Veer Kunwar Singh University, Ara

Office Order No ..... 521 Estdt 2025  
Veer Kunwar Singh University, Ara  
/Manpower Services, Dated : 23.12.2025

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V.K.S. University, Ara  
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## **NOTICE INVITING TENDER**

Sealed tenders are invited in 2-Bid Systems (Technical Bid& Financial Bid) from reputed and experienced agencies **for providing Manpower Services** at Veer Kunwar Singh University, Ara. The bidders are required to read the tender documents carefully and ensure compliance with all instructions herein. Non compliance with instructions in these documents may disqualify the bidders from the tender exercise. Veer Kunwar Singh University, Ara, reserves the right to reject any BID wholly or partly without assigning any reason thereof. Incomplete tenders, amendments and additions to tender after submission or tenders received after due date are liable to be ignored and rejected.

### **Terms and Conditions:**

1. The technical and financial bids should be quoted separately and put in different sealed envelopes marked "Technical bid" and "Financial bid" as applicable. These separate bids envelopes are to be put in an outer envelope which should also be sealed and marked as **"Project Proposal" Tender for providing manpower services at Veer Kunwar Singh University, Ara and should clearly indicate tender closing date and time.**
2. Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the top left hand corner: NIT No..... 01/2025.....  
..... Veer Kunwar Singh University, Ara/Manpower Services, Dated: 23.12.2025
3. Cutting/ Over writing will not be accepted. If there are cutting, those should be duly initiated, failing which the bids are liable to be rejected.
4. Any bids received after **01:00 P.M.** on 15.01.2026 shall not be considered. Offers received within the stipulated period only will be considered. University shall not be responsible for any postal delay. All tender documents should be sent through by hand, courier, speed post or registered post only.

The Postal address for submitting the tenders is:

Registrar  
Veer Kunwar Singh University  
Zero Mile, Ara - 802302

5. The Technical Bids will be opened on 15.01.2026 at 03:00 P.M .in the presence of duly authorized representative of the firm only. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders. In case the date mentioned above is declared Government Holiday, the date shall automatically be shifted to next working day.

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6. All disputes shall be subject to the territorial jurisdiction of court of law at Ara only.
7. Any tender which does not fulfill all the prescribed conditions or any condition put forth by the employer shall be summarily rejected.

**Note:** Price bids of only those bidders will be opened whose Technical bids are found suitable as per terms and conditions of the tender by the committee constituted for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated only to the technically qualified bidders.

8. The bidders shall keep their bid valid for minimum 180 days from the date of opening of the technical bid.
9. Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.
10. Selected bidder will have to deposit Performance security as the security deposit.



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Registrar

Veer Kunwar Singh University, Ara

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V.K.S. University, Ara

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## **DETAILS ABOUT TENDERER**

1. (a) Name of the Tender.....
- (b) Status of the Tender:-.....  
(Company/Proprietorship/NGO)
2. Full Postal Address .....
- .....
- .....
- .....
3. Telephone No: .....
4. Mobile No: .....
5. Fax No:- .....
6. E-mail Address:- .....
7. Name of the persons .....
- Who are responsible for conduct of business
8. PANNO .....
9. GSTNO .....
10. TANNO(if applicable) .....

**Seal of the Firm**

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## TERMS AND CONDITIONS FOR PROVIDING SERVICES

- a) The manpower personnel should be physically fit and strong, mentally alert and preferably in the age group of 18-58 Years.
- b) All manpower personnel should always wear clean uniforms while they are on duty.
- c) The manpower will have to maintain exemplary discipline and be polite always and work for the welfare of the institute and should follow the campus rules.
- d) The successful Bidder will have to sign an agreement (MOU) with the University before the commencement of work and have to deposit performance security in form of BG/ DD/ FDR issued by nationalized bank.
- e) The period of contract will be for three (03) years initially which may be extended further for 3 years subject to efficient and satisfactory performance.
- f) Monthly bills will be paid by Cheque/RTGS only to the Agency and the University will not take any responsibility to pay salary to the manpower Services.
- g) In case of emergency or on special occasions when more manpower personnel are required by the University, then additional will be provided by the agency at short notice in addition to the on additional payment at the agreed rates man-day basis.
- h) Manpower deployed by the agency are strictly forbidden to take part in any labour union activities inside the campus.
- i) All types of manpower deployed by the agency should strictly avoid consumption of liquor or smoking while they are on duty.
- j) The applying firm has to provide documents regarding the average turnover of Rs. Twenty Five Crore during last three financial years i.e. FY 2022-2023, FY 2023-2024 and FY 2024-25
- k) The applying firm will quote the ESI, EPF, Bonus, Gratuity and HRA rate in the column Daily wages Rate on the Current rate as per the Govt. norms as quoted in the Part A of the Financial Bid (Statutory wages and deduction should be as per norms). Bidders not quoting rates in accordance with the prescribed format will be outrightly rejected.
- l) The tenderer should quote only for the rate percentage (3.85% - 7%) of administrative charges/service charges in the Financial Bid as per letter no 2988 dated 23.03.2023 of finance Dept. GOB.
- m) The applying company/firm will also have to provide the Character certificate if applicable otherwise self-declaration non blacklisting certificate on non-judicial stamp paper may be submitted.
- n) University reserves the right to increase/decrease the manpower as per actual requirement.

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- o) If more than one bidder quoted same rate then the preference will be given to the bidder having experience of currently providing similar related services to at least in 10 colleges/ Govt. Autonomous Bodies in Bihar.
- p) If more than one bidder quoted same rate then the preference will be given to the bidder having experience of providing similar related services to at least in 3 Universities.
- q) In case there are more than one bidder at the same position, then to arrive at a decision for award of tender, the bidder having three similar works of providing manpower Services to Govt./Semi Govt./Govt. Undertaking/ Govt. Autonomous Bodies/ PSUs each amounting to not less than Rs.3,00,00,000/- (Three Crore) in last FY 2024-25. will be preferred to break the tie.

Agencies should submit the tender document by paying non-refundable D.D. of Rs. 5000/- as Tender fee and EMD Amount of Rs. 5,00,000=00 (Rupees Five Lakh) only in favor of Registrar, Veer Kunwar Singh University, Ara payable at Ara. The tender document may be downloaded from the website: [www.vksu.ac.in](http://www.vksu.ac.in) The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the Tender documents. Failure to submit the required EMD, Tender fee and furnish complete information as mentioned in the Tender documents are liable to be rejected and declared unresponsive. Detailed proposal in two sealed envelopes boldly mentioned for technical bid and financial bid complying with above requirements is to be submitted and duly super scribed "Project Proposal Tender for providing manpower services at Veer Kunwar Singh University, Ara." The technical competence shall include the following terms and conditions.

1. Incorporation Certificate of company.
2. Shop and Establishment registration of Bihar for 500 persons prior to tender date.
3. EPF Registration of the firm.
4. Copy of paid receipt for more than 2000 Nos. of manpower personal enrolled in EPF Department in last three month and ECR of last month should be submitted.
5. ESIC Registration of the Firm.
6. Copy of paid receipt for more than 2000 Nos. of manpower personal enrolled in ESIC Department in last last three month and ECR of last month should be submitted.
7. ISO Certificate. The Service Provider should have valid ISO 9001:2015, 14001:2015, 45001:2018, 27001:2013, 18788:2015, and 37500:2014 certificate prior to tender date.
8. The applicant must have license or having valid agreement with third party who has pest control license for pest control work. The pest

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control license or third party agreement will be prior to tender floating date.

9. GST Registration Certificate for Bihar with paid challan copy of last FY: 2024-25. Annual GST Return must be in accordance with the turnover of the agency which should not be less than 5 crore in last FY.
10. PAN Card of the firm
11. Copy of I.T. return audited by CA firm for last three financial years (FY:- 2022-23, 2023-24 & 2024-25).
12. TAN No. and GST No.
13. Valid Character certificate of the directors/Proprietor/Partners prior to tender date..
14. Average annual turnover Rs. 25 (Twenty Five) Crore during last three financial years (FY:- 2022-23, 2023-24 & 2024-25).
15. The Net worth of the agency must be positive during last three financial years i.e. FY:- 2022-23, 2023-24 & 2024-25 and should be more than Two crore in last financial years. Net worth certificate having UDIN must be attached along with the technical bid.
16. Self-declaration that currently company is not blacklisted on non-judicial stamp paper of Rs 100.
17. Copy of Labour License for providing 500's
18. Copy of 10(Ten) crore solvency certificate, issue date should not be older than 6 months from the publication of this tender.
19. Bidder must have an experience of providing similar nature of works (Manpower) for at least 9 years supported by work order/ work agreement/ experience certificate. Only experience of State Government/ PSUs /Universities/ Govt. Autonomous Bodies/State Govt. Cooperative will be taken in to account while evaluation of the tender documents and copy of experience certificate and agreement must be attached.
20. Copy of experience certificate/agreement/work order in which it is clearly mentioned about number of persons, nature of work, contract value, and duration of work must be attached.
21. Agency/Firm must submit an affidavit that the name, style of firm/company has never changed
22. Signed copy of tender documents must be attached along with the technical bid as a token of acceptance of all terms and conditions laid down in this tender.

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**FINANCIAL.BID**

(To be put in a separate sealed Envelope)

1. Name and full address of the Agency/Firms (With Email Id &amp; Tel. Mobile No.)

Part-B

Daily wages rate including VDA		Statutory wages and dedications should be as per norms						
Particulars		Programmer	P.StoV.C/Pro V.C/F.A/ Registrar	Computer Operator cum Office Assistant	OTHER TYPES OF MANPOWER			
Basic(A)		35,000/-	25,000/-	23,000/-	Highly Skilled/ Supervisory	Skilled	Semi- Skilled	Un Skilled
HRA(B)	10% of A							
GROSS(C)	Sum of (A to B)							
EPF(D)	13% of A							
ESI (E)	3.25% of C							
Bonus(F)	8.33% of A							
Gratuity(G)	4.81% of A							
Total(H)	Sum of A to G							
Service Charge(I)	(3.85% - 7%) of H							
Sum Total(J)	Sum (H to I)							

1. The rates mentioned above will be revised as per the Bihar State Govt. notification,
2. issued from time to time.
3. GST Shall be charged as per prevailing Govt. rules.
4. Above rates are being quoted for 8 hours daily.

**Signature of Tenderer**

# DRAFT AGREEMENT FORMAT OF MOU

TO BE MADE ON NON-JUDICIAL STATMPPAPER OF Rs.1000/-

This agreement number..... is made at.....on the .....day of..... Between Registrar, Veer Kunwar Singh University, Ara acting through, having its office at Veer Kunwar Singh University, Ara, (hereinafter called First party which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns of the First party.

And.....having its registered office at..... (here in after called the 'agency' which expression unless repugnant to the context shall mean and include its successors its interest assigns etc.) of the Second Party WHEREAS, the First Party is desirous to engage the Second Party for providing Manpower services at Veer Kunwar Singh University, Ara and its location within Bihar in the terms and conditions stated below including any other relevant position mentioned anywhere in this tender document. [In case of any duality or discrepancy or contradiction between different provisions/expressions in this tender document, interpretation/decision made by the First Party will be held supreme and unchallengeable and binding upon the Agency.]

1. The Second Party shall be primarily responsible for compliance to provisions of various Labour and any other laws applicable and all statutory obligations such as Wages, Allowances, Compensations, EPF, Bonus, ESI etc. relating to deployed manpower at Veer Kunwar Singh University, Ara and its locations within Bihar. The First Party shall have only liability in this regards as Principal Deployer as per provisions of concerned laws.
2. The Second Party shall be solely responsible for any accident/medical health related liability compensation for the personnel deployed by it at Veer Kunwar Singh University, Ara and its locations within Bihar as per provisions under ESI Corporation. The First Party shall have no liability in this regard.
3. Veer Kunwar Singh University, Ara as Principal employer is committed to pay the amount for each manpower/supervisor engaged through the agency [Immediate Employer] as the statutory wages plus other statutory claims stipulated by related Laws of the land like minimum Wages Act etc. in favor of employee in a manner deemed fit to ensure compliance of these laws as per contract herein mentioned between the parties i.e. the First Party and the Second party.
4. Licenses if any required for Manpower Services at the site will be made available by the Second Party.
5. The Second Party shall submit the bills by the 4<sup>th</sup> day of the preceding month and the same shall be disbursed to the second party by the sixth day

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of the month for paying the wages to manpower before the 7<sup>th</sup> day of the month.

6. Security deposit in the shape of Bank Draft/FDR/STDR/BG Valuing Rs. 5,00,000/- (Rupees Five Lakh only) drawn in favor of Registrar, Veer Kunwar Singh University, Ara shall be furnished by 2nd party at the time of signing agreement or contract.
7. "Under normal circumstances, if either party wishes to discontinue the contract at its own discretion, the same may be terminated by giving a six-month prior notice by either side. In the event of any incident or unforeseen situation, the concerned party shall first inform the other party in writing, after which the matter shall be discussed between both parties. Any decision regarding termination or continuation of the contract shall be taken only on the basis of mutual consent, and no unilateral action shall be taken without prior intimation and discussion."
8. The manpower provided by the 'Second Party' will not claim to become the employees of Veer Kunwar Singh University, Ara and there will be no Employee and Employer relationship between the personnel engaged by the 'Second party' for deployment Veer Kunwar Singh University, Ara site.
9. There would be no increase in commission percentage payable to the Second party' during the contact period.
10. The 'Second party' also agrees to comply with annexed Terms and Conditions and amendments there to from time to time.
11. The 'Second party' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Second Party' shall keep 'First party' fully indemnified against liability of tax, interest, penalty etc of the 'Second Party' in respect thereof, which may arise.
12. In case of any dispute between the 'Second Party' and First party shall have the right to decided. However, all matters of jurisdiction shall be at local courts located at Ara.
13. In case of any dispute between both parties, before going to court channel of arbitration will be exhausted first as per Arbitration and conciliation act 1996. For the purpose arbitration process will be carried out through sole arbitrator appointed by the First party.

**This Agreement will be valid for 3 years with effect from .....  
2025 to ..... and shall be extended in quantum of 3 year after  
mutual consent on the basis of performance.**

IN WITNESS WHERE both the parties here to have caused their respective  
common seals behereunto affixed/(or have hereunto set their respective hands

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V.K.S. University, Ara

and seals) the day and year mentioned above in Ara in the presence of the witness:

For, and on behalf of

Veer Kunwar Singh University, Ara

For, and on behalf of Second Party

of the authorized official

Name of the official

(.....) Signature

Signature of the authorized official.

Name of the official

Stamp/Seal of V.K.S.U,Ara

Stamp/Seal of Second Party

**SIGNED,SEALEDANDDELIVERED**

**SIGNED,SEALEDANDDELIVERED**

Witness:

On behalf of "First party"

On behalf of "Second Party"

Name:-.....

Name.....

Address:-.....

Address:.....

Signature:-.....

Signature:.....

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V.K.S. University, Ara  
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